

Additional Help: 501
File Name: 501sab_092204_cd37
Revision: 09/22/2004

Sample Policy Notice Issuing A New or Revised ADS Chapter

POLICY

USAID/General Notice
M/HR/PPIM/PP
mm/dd/yyyy

Subject: Issuance of ADS 491, USAID Awards Program

This notice announces a newly created ADS chapter in the 400 Personnel Series. ADS 491, USAID Awards Program, supersedes Chapter 5 of Handbook 29 in its entirety.

The new ADS chapter incorporates information on new awards approved since issuance of the handbook chapter, standardizes award amounts for annual awards, clarifies eligibility and implements a new time off award.

Specific awards under the Agency's program are found in the Mandatory Reference, Descriptions of Incentive Awards, which is an attachment to this notice. This attachment contains a listing of individual awards with detailed information about their purpose, eligibility, approval steps, and type of recognition.

The new chapter and mandatory reference are attached.

Point of Contact: Inquiries regarding this notice may be directed to Joann Jones, M/HR/PPIM/PP, (202) 712-5048.

[Note: State if the ADS material is new, or what it supersedes, in the first part of your Policy Notice.]

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